

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF A REGULAR BOARD MEETING
Tuesday, June 18, 2002
EGCSD Administration Building**

ATTENDANCE:

Directors Gerald Derr, Doug McElroy, Elliot Mulberg, and Elaine Wright were present. Director Pat Perez arrived at 6:37 p.m.

General Manager Rita Velasquez, Fire Chief Mark Meaker, and Administrative Services Director Jeff Ramos were also in attendance. Administrator of Parks & Rec was excused due to the fact he is in the process of moving from Southern California.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Derr called the meeting to order at 6:32 p.m.
2. Director Mulberg led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. As part of an ongoing effort to create community, the Parks & Recreation Department, along with the Elk Grove Community Harvest and Giant Pumpkin Festival Committee invited local elementary schools to apply for gardening grants. Out of nine applications received, Recreation Supervisor Zach Jones announced that five schools were selected. He, along with the President Derr and Vice President Wright presented a \$200 garden grant to representatives of John Ehrhardt, John Rieth, Samuel Kennedy, Stone Lake, and Franklin elementary schools.
2. The Board acknowledged and congratulated staff on being awarded the Certificate of Achievement for Excellence in Financial Reporting for the sixth consecutive year by the Government Finance Officers Association for the EGCSD FY 2000-01 Comprehensive Annual Financial Report, submitted last December.

C. GENERAL MANAGER/DEPARTMENT HEAD REPORTS

1. Administrative Services Department – Rita Velasquez gave a quick update on ongoing projects: the Parks maintenance facility and restroom concession building at the Laguna Community Park are under construction; the Planning Commission at their May 23 meeting unanimously approved the conditional use permit for the Laguna Community Park Aquatics Complex and Community Center project and upheld the CSD's specific plan conditions and guidelines for 36-foot corridors and walls for all the major thoroughfares in the East Franklin area; the updated Laguna Ridge Specific Plan maps now show trails and corridors linking

parks in the area – staff is meeting with the school district about siting of the schools in that area, as well as the street frontage at the Bartholomew Sports Park and the joint use agreement for the Aquatics Complex at the Laguna Community Park; staff continue to meet with developers regarding parks, in-lieu fees, and development fees; Rita, along with Chief Meaker gave a tour of fire facilities to the City Manager and his Assistant; she will be meeting with the City Manager next week on some joint partnership issues; the As-built drawings have been completed on the Administration building and Dan is working on the HVAC and the sprinkler system and has met with County officials and Elk Grove Water Services on the water line issue; the library issue is on hold since County reps missed the first deadline for securing funding.

Rita thanked the Board and staff for assisting at the Laguna Community Park dedication this past Saturday. She reminded everyone the Strauss Festival fundraiser is this Friday night at the Laguna Town Hall and she's happy to report that the budgets are balanced, within Master Plan guidelines, and agendized for approval tonight.

Jeff Ramos, Administrative Services Director stated staff has spent a lot of time with the Budget Committee in finalizing the preliminary budgets and as Rita indicated, is up for approval tonight. Staff has also met with the City and County regarding the implementation of the Park Plan Check Fee Ordinance, which also is agendized for approval tonight.

Recent meetings attended by Jeff included the California Society of Municipal Finance Officers (CSMFO) Legislative Conference where the state budget was discussed; the Elk Grove Water Service Board meeting where their fiscal year 2002-03 preliminary budget was adopted; the Sacramento Chapter meeting of CSDA where the LAFCo legislation was discussed; Anthony Pescetti's breakfast meeting where Priscilla Oliver gave an overview of the CSD's Parks & Rec Department and the programs offered; the Chamber luncheon where Winnie Comstock, CEO of Comstock's Business magazine was the speaker; staff met with her and is exploring some public awareness and possible partnerships with Comstock's.

Sharon O'Donnell, Administrative Assistant of Payroll/Human Resources attended the following seminars: the California Employer Advisory seminar where sexual harassment, claim filing, and ergonomics were discussed; and a CALPERS seminar where they talked about new Deferred Comp rules and long-term care programs. Staff is in the process of researching rates for long-term disability and life insurance to see if a better package can be offered to District employees.

2. Parks & Recreation Department – Due to David Wigginton's absence, Rita gave an overview of the Department. Under the Planning and Design Division, the David Simpson Park will go out to bid this month. Under the Parks, Operations, and Maintenance Division, water slide steps at the Elk Grove swim pools have been replaced by the manufacturer; the Mendoza Park entrance and landscape improvements have been completed as well as furnishings at the Laguna Community Park; staff is currently entertaining proposals for the tree management program to be included in the L&L budget.

Under Administration, a new record was set for the first day of summer registration, at 1,369 registrations generating \$71,250 in revenue – a 73 percent increase over last year; 4,695 registrations were received for the month of May; and Laguna Town Hall has been networked to the Rec Ware registration software to improve operations. As for the Recreation Division, Rita reported there was an 82% return of pre-school surveys, which will assist teachers in future programming and planning of pre-school activities; 150 participants in youth dance classes put on a spring dance recital at Sheldon High School; 147 people attended the public swim on Memorial Day; and to date, 189 family swim passes have been sold –a significantly higher number than the 117 sold last year. As for upcoming events, Recreation on Campus will be implemented at Toby Johnson Middle School; and 42 youth have been qualified to work in the summer work experience program. Under general information – Rita reported over 2,252 volunteers hours were donated in May, which equates to about \$15,200 in savings to the District and that total sponsorships and donations for the month totaled \$51,050.

3. Fire Department – Chief Meaker reported on the multiple grass fire dispatches as a result of recent weather conditions and the work of an arsonist, as well as the June 13 commercial vehicle fire on I5 northbound north of Laguna. Mark stated a suspect has been arrested for the recent arson grass fires – a 25-year old male, who has been arraigned on two counts of felony arson. Since the arrest of the suspect, the number of arson grass fires has dropped off dramatically.

The OES Engine in the District Fire Department's possession per the contract approved by the Board last year was deployed to Colorado about two weeks ago; four of CSD's personnel were sent, with Chief Rick Holmes serving as Strike Team Leader. Captain Gangl who was on that Colorado dispatch was flown home this morning due to the fact his father passed away last night of cancer. Per a request from OES, Captain Brett Shurr was sent out to serve on an overhead support team in the Southern California fires.

Staff has met with the City, County and Construction Company to work out a plan with regards to access for emergency response traffic as a result of ongoing construction south of Elk Grove Boulevard on Bruceville Road.

The senior staff has recently completed interviews of all 21 probationary personnel; the individuals have all successfully completed the phases of the probationary packet and have successfully completed their probationary testing.

D. COMMUNICATIONS FROM THE PUBLIC

1. NONE

E. CONSENT CALENDAR

1. The Board approved the May 21, 2002 regular Board meeting minutes, as submitted. Perez-Wright, unanimous.

2. The Board authorized the General Manager to surplus obsolete/non-usable computers and related equipment items. Perez-Wright, unanimous.
3. The Board received and filed the Senior Center Manager's reports for March, April, and May 2002; and ratified the disbursement of \$11,701 to the Elk Grove Senior Center per the agreement between CSD and the Center for funding of administrative staff. Perez-Wright, unanimous.
4. The Board awarded the contract for construction of Jones Park to John Biundo Landscape for the amount of \$1,134,580.10 plus 5% for contingencies. Mulberg-Perez, unanimous.
5. The Board received and filed the In-lieu Fee Information Report.
6. The Board received and filed the updated Volunteer Program Report for the quarter ending March 31, 2002.
7. The Board ratified payment of the May 2002 bills and payroll for the EGCSD; and received and filed the Budget Status Reports for the month of May 2002. Perez-Wright, unanimous.
8. The Board authorized the District to join, at no cost, the Association of Bay Area Governments (ABAG), which administers the STARS deferred compensation program; and approved Resolution No. 2002-29, authorizing the General Manager to execute all necessary documents and agreements with VALIC Financial Advisors, Inc. and VALIC Trust Company to add the STARS program as an investment provider for the District's Deferred Compensation Plan. Perez-Wright, unanimous.
9. The Board approved Resolutions No. 2002-32, reappropriating \$11,795 within Laguna Benefit Zone budget, Index 9356, from Acct. No. 7901 (Contingency), to Acct. No. 3450 (Taxes/Licenses/Assessments), \$1,803 and Acct. No. 4302, (Improvements Other than Buildings), \$9,992; No. 2002-23, reappropriating \$10,000 within EG/West Vineyard Benefit Zone budget, Index 9218, from Acct. No. 7901 (Contingency), to Acct. No. 2198 (Water); No. 2002-34, reappropriating \$100 within the Other Rural Benefit Zone budget, Index 9378, from Acct. No. 2531 (Legal Services), to Acct. No. 1110 (Salaries); and No. 2002-35, reappropriating \$15,000 within East Elk Grove Benefit Zone budget, Index 9371, from Acct. No. 3800 (Contributions to Other Funds) to Acct. No. 2198 (Water); No. 2002-36, reappropriating \$8,000 within the East Franklin Benefit Zone budget, Index 9373, from Acct. No. 3800 (Contributions to Other Funds) to Acct. No. 1110 (Salaries), \$5,000 and Acct. No. 2141 (Land Improvements), \$3,000; and No. 2002-37, reappropriating \$35,000 within the District Wide Benefit Zone budget, Index 9379, from Acct. No. 7901 (Contingencies) to Acct. No. 2141 (Land Improvements). Perez-Wright, unanimous.
10. The Board approved Deed Resolutions No. 2002-30, accepting a deed for corridors in Remington Estates - Lots A, B, & C located on Bradshaw Road; and No. 2002-31, accepting a deed for parkland in Tributary Point - Unit B1, Lot A located on Hollow Springs Way, and for corridors on Lots B & C located on Bradshaw Road. Perez-Wright, unanimous.
11. The Board approved the bid of \$22,933 with Environmental Science Associates for the preparation of a mitigated negative declaration for the Rau (formerly Sheldon Partnership) Park. Perez-Wright, unanimous.
12. The Board approved the Park Development Agreement for the Sonoma Creek Project with Tim Lewis Communities. Perez-Wright, unanimous.

13. The Board authorized the General Manager to negotiate and execute, following review by Legal Counsel, all documents necessary to provide Sacramento County Water Quality Division with long-term access to the remediation wells located in Hill Park, for the purposes of inspection, monitoring, sampling, and maintenance. Perez-Wright, unanimous.

F. ADVERTISED PUBLIC HEARINGS

1. President Derr opened the advertised public hearing at 7:15 p.m. to receive public testimony regarding Ordinance No. 8 – Cost Recovery for various Parks & Recreation Department Services. With no comments received, the hearing was closed at 7:16 p.m. The Board waived the second reading of the Ordinance and proceeded to adopt Ordinance No. 8, which will become effective July 18, 2002. McElroy-Mulberg, unanimous.

G. PUBLIC HEARINGS

1. After a brief presentation from staff, President Derr opened the public hearing to approve Resolution No. 2002-38, adopting the Fiscal Year 2002-03 District Wide Landscape & Lighting Assessment District preliminary budget at 7:22 p.m. With no public comments received, the hearing was closed at 7:25 p.m. The Board proceeded to approve the Resolution adopting the preliminary budget as recommended by staff and the Budget Committee, with adoption of the final budget set for July 23. Wright-Mulberg, unanimous.
2. After an overview from Budget Committee Chair McElroy and staff, President Derr opened the public hearing to approve Resolution No. 2002-39, adopting the Fiscal Year 2002-03 budget for the Elk Grove Community Services District at 7:35 p.m. With no public comments received, the hearing was closed at 7:36 p.m. After some discussion, the Board approved the Resolution, adopting the preliminary budget, with a modification to the Administrative Services Department budget, Account No. 2029 (Conferences) – increasing allocations from \$900 to \$1,000 each per Board member with an additional \$400 to the President, to more closely reflect the costs of conferences. Perez-Wright, unanimous. The modification will be reflected in the Final budget, set for adoption on August 6, 2002. The Board also authorized the purchase of a ball field drag and computer equipment as identified in the preliminary budget. McElroy-Wright, unanimous.

H. STAFF REPORTS

1. The Board approved a tiered cost recuperation plan to offset SMUD electrical costs for current and future CSD sports facilities, which incorporates a Facility Use Fee for all youth and adult user groups and an Energy Fee directly related to energy charges for use of lighted facilities. Perez-McElroy, unanimous.

Rick Goering, President of the Elk Grove Youth Sports Association, commended Fred Bremmerman, Jerry Fox, and David Wigginton for the hours that spent developing the cost recuperation plan, as well as meeting and working with the Youth Sports groups with regards to the implementation of the plan.

I. BOARD OF DIRECTORS BUSINESS

1. Fire Committee – Director Derr – No Report.
2. Parks and Recreation Committee – Director Mulberg – No Report.
3. Budget/Finance/Insurance Committee – Director McElroy stated items discussed at previous meetings were approved earlier tonight.
4. Policies & Procedures Committee – Rita stated a meeting is tentatively scheduled for next Tuesday.
5. Strategic Planning Committee – Director Perez – No report.
6. Fire Communications Board – President Derr asked staff to look into the Courtland Fire Chief's complaints that his department is having difficulties receiving fire signals.
7. Senior Center Board – Director Wright reported the Senior Center has been an extremely busy place lately. Thanks to the new manager's grant writing skills, the center has received quite a few different grants including one from United Way for the Rite Aid project, which provides individuals who do not have insurance or qualify for Medicare a \$100 card for prescriptions; another United Way grant of \$72,900 will be used for the Dial-a-Ride program; the \$200,000 awarded by the City Council will be used for the Center's expansion to add another restroom and storage space. Elaine indicated as a way to entice younger seniors, many new programs have been implemented. As for the Transition Committee, there is nothing to report since the item is still pending. The next Senior Center Board meeting is scheduled for June 25. And finally, Elaine thanked Jerry Fox for the placement of a bench in front of the building, a nice addition to the Senior Center.
8. Sacramento Council of Parks & Recreation – Jerry Fox – No report.
9. Local Agency Formation Commission (LAFCo) – Director Mulberg reported the budget was discussed at their last meeting. As for the Rancho Cordova incorporation, there's now a 30-day reconsideration period which ends on Friday; they are expecting motions will be filed for reconsideration, which means a special meeting will be scheduled next Wednesday to determine the merit of the motions.
10. Sacramento County Treasury Oversight Committee – Jeff Ramos – No report.
11. Senior Program Review Committee – Staff reported the Senior Resource Guide would be forwarded to Kaiser at the end of the week for publication.
12. Other Miscellaneous Reports – No reports.
13. President Derr commended Kristyn Staby for doing an excellent job for the District's Public Relations Department.

J. COMMUNICATIONS FROM THE PUBLIC

1. NONE

K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. In response to Director Mulberg's request that the E-mail policy be scheduled for the next Board meeting, Rita stated the Policies and Procedures Committee plans to discuss the item at their meeting tentatively scheduled for June 25 at 5:00 p.m. and will forward the recommendation to the Board at their next meeting.
2. Director Mulberg stated that he, along with Director McElroy would like staff to develop a quarterly report outlining the types of in-kind services provided by the CSD to non-profit groups in the Elk Grove community, and where possible place a dollar value on those services. Their suggestion was to have the report published in local papers and disseminated to the community to increase awareness of the District's involvement in the community. Rita stated if the request meets with the Board's approval, she would delegate the project accordingly and determine if the report can be published quarterly or semi-annually.
3. In response to Elaine's inquiry regarding a decision on the Del Meyer's parking area, Rita stated the item is going through the planning process at the City of Elk Grove.
4. Director McElroy stated a Policies & Procedures meeting is scheduled for Tuesday, June 25 at 5:00 p.m. to review policies regarding e-mail, per diem, and travel expenditure.
5. Director McElroy expressed concerns regarding the State's \$23 million deficit and the impact it will have on the County and their level of degradation of services at Elk Grove Park. He would like staff to come back with an update on that issue.

L. EXECUTIVE SESSION

The following Executive Session item was postponed for a future meeting:

1. Public Employee – Performance Evaluation – Title: General Manager
(*Government Code Section 54957 – Personnel Matters*)

M. ADJOURNMENT

With no further business, the regular Board meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Rita K. Velasquez
Secretary of the Board